

FRANKLIN COUNTY GUARDIANSHIP SERVICE BOARD

POSITION DESCRIPTION

Job Title: Licensed Social Worker (LSW)

Department: Administration

Report To: Director

Hours: Standard hours 8:00 a.m. – 5:00 p.m. with flexible working hours or otherwise determined by needs of Board

Position Status: Full time; Permanent; Exempt; Unclassified

Salary/Pay Range: \$39,500 - \$49,500; based on qualifications

Benefits: As approved by appointing authority

Posting Date: September 18, 2015

Submit cover letter and resume to Jack Kullman, Director, Franklin County Guardianship Service Board, Franklin County Courthouse, 373 S. High Street, 11th Floor, Columbus, Ohio 43215.

Electronic transmission is preferred: Jack_Kullman@franklincountyohio.gov

JOB PURPOSE AND OVERVIEW

The Franklin County Guardianship Service Board was created by the enactment of R.C. 2101.026, effective September 15, 2014. Pursuant to statute the Board consists of three (3) members, one of whom is appointed by each of the following persons and entities: the Probate Judge of Franklin County, the Board of Directors of the Franklin County Board of Developmental Disabilities and the Board of Directors of the Alcohol, Drug Addiction and Mental Health Board of Franklin County.

The Board was created to administer a guardianship program serving mentally incompetent wards of Franklin County through appointments by the Probate Judge.

The Director of the Board will be appointed guardian and will administer guardianship services through utilization of Social Work Case Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Administer and apply screening tools to ensure wards satisfy rules on continued participation in the program after the guardianship has been established, including the evaluation of possible lesser restrictive alternatives available in the community.
2. Work with and network with other professionals in the area of guardianship.
3. Assist with scheduling and coordinating follow-up diagnostic assessments with licensed clinicians.
4. Assist with referring wards to appropriate treatment and service providers.
5. Assist with coordination of services by participating agencies and community partners to ensure continuation of care for the ward.
6. Monitor all active cases and perform field work and ward visits as needed for the care of the wards.
7. Prepare and maintain case plans, reports, and records on behalf of wards.
8. Contact/intervene with family members.
9. Work closely with representatives of the Franklin County Probate Court.
10. Participate in training, consultation, and activities that enhance the Board, its mission, and individual professional development.
11. Meet regularly with the Director to review the status of the case docket and consult on day-to-day and major life decisions regarding wards.
12. Available by cell phone 24/7.
13. Perform other duties as assigned by the Director or the Board.

QUALIFICATIONS AND REQUIREMENTS

Candidates must demonstrate a combination of education, experience, and personal characteristics that support the candidate's ability to perform the duties of the position.

Minimum requirements include:

1. A bachelor's degree in social work or related field with LSW license;
2. Knowledge of common office practices, procedures and equipment;
3. Proficiency in operation of a personal computer;
4. Ability to effectively and professionally communicate verbally, and in writing, with diverse audiences including medical providers, judges, attorneys, and members of the general public;
5. Professional appearance and demeanor;
6. Demonstrated dependability, reliability, and excellent attendance record;
7. Patience, objectivity, maturity, effectiveness under pressure, initiative and adaptability;

8. Good time management skills and ability to prioritize work assignments;
9. A valid driver's license, reliable vehicle and vehicle insurance.

PREFERRED QUALIFICATIONS

1. Working knowledge of local or regional treatment and service providers;
2. Experience working with the Alcohol, Drug Addiction and Mental Health Board of Franklin County ; the Franklin County Board of Developmental Disabilities; the Central Ohio Area Agency on Aging; or the Franklin County Office on Aging;
3. Experience working with the Probate Court of Franklin County in the area of guardianship;
4. Core course work in areas related to mental health and substance abuse;
5. Experience in direct clinical care, courts or related fields.
6. Experience working with developmentally disabled individuals, individuals with substance abuse or issues involving decreased mental capacity;
7. Experience in working with and collaborating with other agencies in the provision of care (e.g., physicians, housekeeping, travel, personal hygiene, law enforcement, mental health agencies, adult day care, recreation, attorneys, dentists, etc.).

BOARD EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Board expects that the employee will adhere to all Board policies, guidelines, practices and procedures; act as a role model; perform duties as workload necessitates in a timely, accurate and thorough manner and communicate regularly with the Director regarding department issues.

AT-WILL EMPLOYMENT

Employees of the Board are at-will employees and serve at the pleasure of the Board. Employees are not in the classified civil service system and are not members of bargaining units. The Board is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.